

GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405

May 22, 1974

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION D-47

TO : Heads of Federal agencies

SUBJECT: Federal employee parking

1. Purpose. This regulation prescribes revised policies and reporting procedures for assignment of Federal employee parking spaces. FPMR Temporary Regulation D-43, dated February 6, 1974, and FPMR Temporary Regulation D-43, Supplement 1, dated March 12, 1974, are superseded by this regulation.
2. Effective date. This regulation is effective upon publication in the Federal Register.
3. Expiration date. This regulation expires July 31, 1974, unless sooner revised or superseded. Prior to the expiration date, a permanent regulation will be issued. (See paragraph 13, Comments.)
4. Applicability. The provisions of this regulation apply to all Federal agencies as defined in subparagraph 6d.
5. Background. The original regulation (D-43) was issued pursuant to Federal Energy Office (FEO) memorandum dated January 17, 1974, and Federal Management Circular 74-1 dated January 21, 1974. These changes have been made as a result of recent GSA decisions and pursuant to the Federal Energy Office memorandum dated April 5, 1974, subject: Federal Energy Reduction Program Modifications.
6. Definitions.
 - a. Agency parking. Vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking Government vehicles, other official vehicles, visitor vehicles, and employee vehicles.

On file, GSA(s) release instructions apply.

- b. Carpool. A group of two or more people using a motor vehicle for transportation to and from work.

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c. Employee parking. The parking spaces assigned for the use of employee-owned vehicles other than those classified as "official parking."

d. Federal agency. Any executive department, independent commission, board, bureau, office, agency, Government-owned or -controlled corporation, or other establishment of the Government, including any regulatory commission or board and the municipal government of the District of Columbia but not the legislative or judicial branches of the Government. For the purposes of this regulation the terms "Federal agency" and "agency" are synonymous.

e. Handicapped employees. Government employees so severely physically handicapped as to prohibit or make unreasonably difficult the use of public transportation. Justification for this priority may require certification by the Public Health Service or an agency medical unit.

f. Official parking. Parking spaces reserved for Government-owned, Government-leased, or privately owned vehicles regularly used for Government business. The phrase "privately owned vehicles regularly used for Government business" means vehicles used 12 or more workdays per month for Government business for which the employee receives reimbursement for mileage and parking fees under Government travel regulations. Monthly certification by agency heads may be required to establish this priority.

g. Parking space. The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle.

h. Regular member. A person who travels daily (leave excepted) in a carpool for a minimum distance of 1 mile each way. In addition, an agency may define a regular member as one whose worksite is located within a specific but reasonable distance from the parking facility.

i. Visitor parking. Parking spaces reserved for the exclusive use of visitors to Federal facilities.

7. Policies. Agencies shall encourage the conservation of energy by taking positive action to increase carpooling. The following policies shall be reflected in agency plans:

a. Parking. In assigning all parking spaces assigned to or controlled by each agency, the following policies shall be observed:

(1) Agencies shall give first priority to official and visitor parking requirements.

(2) Severely handicapped Government employees for whom assigned parking spaces are necessary shall be accommodated.

(3) A goal of not more than 10 percent of the total spaces available for employee parking on an agency-wide basis (excluding spaces assigned to severely handicapped) shall be assigned to executive personnel and persons who are assigned unusual hours.

(4) All other spaces available for employee parking shall be made available to carpools to the extent practical.

(5) Those parking spaces reserved for carpools shall be assigned primarily on the basis of the number of members in a carpool.

(6) For the purpose of allocation of parking spaces for carpools, full credit shall be given to any regular member regardless of where he is employed except that at least one member of the carpool must be a full-time employee of the agency.

b. Two-wheeled vehicles. Agencies shall reserve areas within parking facilities for the use of bicycles and other two-wheeled vehicles. Bicycles shall be given special consideration, and the number of parking spaces reserved for bicycles and other two-wheeled vehicles shall be reevaluated every 6 months.

c. Regular hours. Agency managers and supervisors shall make every effort to maintain regular arrival and departure times for all employees. Supervisors are reminded of their prerogative, within overall agency policy, to adjust the scheduled duty hours of individual employees to facilitate carpooling and the use of mass transit.

8. Leased or contractor-operated parking spaces. When parking spaces are controlled by specific lease or other contractual agreements, appropriate agency contracting officers shall endeavor to amend the contracts to the extent necessary to accomplish the policies prescribed by this regulation, provided the amendments are not otherwise adverse to the best interests of the Government. Where it is not economically prudent to amend existing contracts, the contracts shall be modified before renewal to comply with the agencies' prescribed parking policies.

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9. Guidelines for implementation. Agencies shall develop and implement employee carpooling programs through extensive promotional campaigns using available internal communications. Agencies shall be responsible for assigning employee parking spaces assigned to or under the control of that agency. Each agency shall prepare written plans and procedures for the assignment of parking spaces including as a minimum the following items:

a. Specific methods and procedures to be followed by the agency in the assignment of employee parking spaces;

b. Assistance available to employees in establishing or joining carpools and the procedures to be followed in filing applications for parking spaces;

c. Provision for at least an annual review and reassignment of all parking spaces;

d. Procedures for interim reassignment and replacement caused by membership turnover;

e. A definition of employee responsibility in the use of the parking spaces and in promptly reporting any changes in the number in or membership of carpools;

f. A statement of penalties for misrepresentation of carpool applications (A mandatory penalty of at least 6 months' suspension of the privilege of parking on a Federal facility shall be imposed for misrepresentation of carpooling membership, application qualifications, or for violation of other agency carpooling practices and requirements. The agency may also impose other penalties where appropriate.);

g. Provision for enforcing the parking rules and regulations; and

h. A system for maintaining carpool records and files.

10. Reporting system.

a. Each agency shall submit an agency consolidated progress report by June 15, 1974, to the Administrator of General Services. Interagency Reports Control No. 0024-GSA-OT-W has been assigned to this report. This progress report shall include:

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(1) The following information summarized for all facilities assigned to or under the control or jurisdiction of the agency, based on the parking assignments as of May 15, 1974 (Facilities allocated to the agency in multi-agency-occupied buildings shall be included.):

(a) Total number of parking spaces; itemized to show the number used for:

- i. Government-owned or -leased vehicle parking,
- ii. Other official parking,
- iii. Visitor vehicle parking, and
- iv. Employee vehicle parking;

(b) Number of employee parking spaces assigned to employees on the basis of severe physical handicap;

(c) Number and percentage of employee parking spaces assigned to executive personnel, and persons who are assigned unusual hours;

(d) Number of employee parking spaces used by carpools; and

(e) Total number of persons using carpool spaces.

(2) A copy of the agency's revised overall plan for meeting the policy of energy reduction through increased employee use of carpooling as detailed in paragraph 9, "Guidelines for implementation."

11. Exceptions. The consolidated progress report must provide a complete justification if assignments to executives and persons working unusual hours exceeds 10 percent as specified in subparagraph 7a (3).

12. Inquiries. Further information concerning this regulation may be obtained from:

General Services Administration (PR)
Washington, DC 20405

Telephone: IDS 183-4276
FTS 202-343-4276

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13. Comments. Comments concerning this regulation from agencies, employee groups, and others concerned should be submitted to the General Services Administration (PR), Washington, DC 20405, no later than June 15, 1974, for consideration in preparing the permanent regulation.

14. Effect on other issuances. The provisions of FPMR 101-19.111, Vehicle Parking Facilities (41 C.F.R. 101-19.111), to the extent inconsistent with this temporary regulation, are superseded. FPMR Temporary Regulation D-43 and Supplement 1 thereto are superseded by this regulation.

A handwritten signature in dark ink, appearing to read "Samson", with a long horizontal line extending to the right.

ARTHUR F. SAMSON
Administrator of General Services